



**AMERICAN EMBASSY, COTONOU**

**VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 016/11**

**OPEN TO:** All Agencies Appointment Eligible Family Members (AEFMs)

**POSITION:** **OFFICE MANAGEMENT ASSISTANT**

**POSITION GRADE:** FP-08  
Final grade determined by candidate's qualifications

**OPENING DATE:** June 22, 2011

**CLOSING DATE:** Until Filled

**WORK HOURS:** Part-Time; 30 hours/week

**SALARY:** FP-08 \$35,753 to \$52,504\*

**NOTE:** ONLY US CITIZEN APPOINTMENT ELIGIBLE FAMILY MEMBERS (AEFMs) OF U.S. GOVERNMENT EMPLOYEES ASSIGNED TO THE MISSION UNDER CHIEF OF MISSION (COM) AUTHORITY ARE ELIGIBLE FOR CONSIDERATION. A US CITIZEN AEFM DOES NOT HAVE TO BE RESIDING IN COUNTRY TO BE CONSIDERED, BUT THE SPONSORING OFFICER MUST BE OFFICIALLY ASSIGNED TO POST.

The U.S. Embassy in Cotonou is seeking a U.S. Citizen Appointment Eligible Family Member (AEFM) for employment as an **Office Management Assistant** in the embassy's Regional Security Office.

**BASIC FUNCTION OF POSITION**

The incumbent serves as the sole support to the Regional Security Office, performing a variety of administrative and office management tasks.

\* Starting salary or "step-in-grade" is based upon number of years relevant experience.

## **QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- a) Education: Completion of secondary school.
- b) Prior Work Experience: Two to three years of administrative or professional experience.
- c) Language Proficiency: Level IV (Fluent) English.
- d) Knowledge: Good knowledge of basic office management practices (clerical and administrative), as well as general knowledge of the U.S. Mission Organization.
- e) Skills and abilities: Level II (at least 40 wpm) typing ability. Strong command of word processing and spreadsheet programs. Ability to handle a wide range of responsibilities. Must have good interpersonal skills in order to work well with Mission staff and the general public.

## **SELECTION PROCESS**

When fully qualified, US Veterans who are already USEFMs are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

## **ADDITIONAL SELECTION CRITERIA**

- 1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- 2. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
- 3. The candidate must be able to obtain and maintain a Top Secret (TS) security clearance.

## **TO APPLY**

**Interested candidates for this position must submit the following or HR will not consider the application:**

- A. Cover letter.
- B. Universal Application for Employment (UAE) as Locally Employed Staff or Family Member (DS-174, available on-line on US Embassy website); or

- C. A current resume or curriculum vitae that provides the same information found on the UAE; or
- D. A combination of both, i.e. Sections 1-24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
- E. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
- F. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

## HOW TO SUBMIT AN APPLICATION

Application packages containing all the information listed in items "A" through "F" above should be scanned into pdf format and sent as a single file to the following E-mail address. Paper applications mailed to the embassy will not be accepted for this vacancy announcement. There is no deadline for submission of an application package while this vacancy announcement remains active and advertised.

Management Officer  
American Embassy  
Rue Caporal Bernard Anani  
01 B.P. 2012, Cotonou  
Telephone: +229 21 30 06 50  
Fax: +229 21 30 19 74  
E-mail: [hrocotonou@state.gov](mailto:hrocotonou@state.gov)

## DEFINITIONS

1. **Appointment Eligible Family Member (AEFM):** EFM (see below) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is residing at the sponsoring employee's post of assignment abroad,
- Does not receive a Foreign Service or Civil Service annuity

**2. Eligible Family Member (EFM):** An individual who meets the following criteria:

- Is listed on the travel orders or approved Form OF-126, *Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, and who is under chief of mission authority; and is a
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610)
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

**CLOSING DATE FOR THIS POSITION: Until Filled**

The U.S. Mission in Cotonou provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.